



Job Announcement

The Cambodian Disabled People's Organisation (CDPO) was established in 1994 as a movement of Cambodians with disability. CDPO is a membership based, non-government organisation, representing persons with disabilities in Cambodia. We are working towards becoming "The voice of persons with disabilities in Cambodia". CDPO is now looking for qualified person for fulfils a position below:

Position: Project Coordinator
Base in: Phnom Penh and province
Contract duration: 30 Months
Number of hiring: 01 Person
Basic Salary: 700 to 800USD (Exclude Other Benefit)

<p>Main Responsibilities:</p> <p>1. Strategic Planning & Program Development</p> <ul style="list-style-type: none"> ▪ Project Planning: Lead the development and oversight of annual, quarterly, and monthly work plans of the project/s and budgets to ensure timely project delivery. ▪ Proposal & Strategy: Actively contribute to project proposal development and the refinement of organizational strategic and operational plans. ▪ Stakeholder Engagement: Coordinate and represent the organization in regular meetings with donors, government partners, OPDs and key stakeholders to align project goals. <p>2. Program Implementation & Membership Coordination</p> <ul style="list-style-type: none"> ▪ Network Facilitation: Coordinate and facilitate OPDs meetings and communication between OPD (Organizations of Persons with Disabilities), project staff, and partner agencies. ▪ Database Management: Oversee the maintenance and regular updating of membership databases to ensure accurate tracking of the network. ▪ Public Awareness: Lead the coordination of public awareness campaigns, including the development of IEC (Information, Education, and Communication) materials and organizing forums. <p>3. Capacity Building & Organizational Development</p> <ul style="list-style-type: none"> ▪ OPD Support: Provide strategic guidance and technical support to OPDs/WWDFs in organizational capacity assessment (OCA) and development (OCD). ▪ Training Leadership: Design and lead training initiatives and capacity-building workshops for both staff and OPD partners. ▪ Standardization: Implement program guidelines and procedures that uphold high standards of transparency, accountability, and organizational values. <p>4. Monitoring, Evaluation, and Learning (MEL)</p>	<p>Person Specifications:</p> <ul style="list-style-type: none"> - Bachelor's degree in management or development studies or other relevant advanced degree; - At least five years professional experience in the development/NGO sector in Cambodia, with increasing responsibilities, - At least three years' experience working with community development or self-help group in the remote area - Experience working with Commune Council, local authorities, rural NGOs, public service providers, Pagodas, - Experience working on GEDSI, WASH and Climate Change - Sound knowledge of the rights based approach to development - Commitment to and sound knowledge of disability rights and issues in Cambodia - Proven experience of managing projects and programs, including monitoring and evaluation - Excellent facilitation, training and coaching skills - Experience supervising staff in a NGO setting; - Knowledge of developed guidelines and procedures - Excellent communication and writing skills, including fluency in English and Khmer and professional proficiency - Proven fundraising experience - Proven networking skills - Must be able to work independently while being a strong team player - Ability to work well under administrative and programmatic pressures; must demonstrate flexibility to adapt to changing requirements; - Experience in designing tools and strategies for data collection, analysis and production of reports; - Skill in project management, monitoring and reporting on disabilities rights;
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<ul style="list-style-type: none"> ▪ Performance Tracking: Conduct regular Monitoring and Evaluation (M&E) through project/s site visits and data collection to track project outcomes against performance indicators. ▪ Impact Analysis: Participate in impact evaluations, ensuring that data-driven insights are used to improve ongoing and future project activities. ▪ Knowledge Management: Systematically document success stories, challenges, and lessons learned to enhance organizational learning and reporting. <p>5. Financial Management & Reporting</p> <ul style="list-style-type: none"> ▪ Budget Oversight: Monitor project expenditures against approved budgets (share cost procedure) and operational plans to ensure financial efficiency. ▪ Reporting: Consolidate and submit high-quality monthly, quarterly, and annual reports for donors and internal leadership, ensuring all staff submissions are timely. <p>6. Team Performance Management</p> <ul style="list-style-type: none"> ▪ Staff Supervision: Direct subordinates by setting clear annual performance agreements and individual work plans. ▪ Coaching & Mentorship: Implement coaching plans and conduct quarterly performance reviews to support the professional growth of the team. ▪ Appraisals: Lead the formal annual performance appraisal process and provide ongoing feedback to ensure team alignment with project goals. 	<ul style="list-style-type: none"> - Proven ICT skills, especially in the development of MIS software using database software; - Good interpersonal, communication and presentation skills; - Be able to travel to provinces of Cambodia and oversea - Be aware of corruption and fraud policy - Be aware of child rights, child protection, prevention of sexual exploitation, abuse and harassment (PSEAH), child safeguarding policies
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Closing Date: May 23, 2026 at 17:00pm

Please read full detail of the roles and person specification and application guidelines on our job announcement.

Women, diverse people, and people with disabilities are strong encouraged to apply. Please mention your disability type in your CV or Cover letter. Interested candidate are requested to submit their application letters and CVs to CDPO Office at # 469, Street: 89BT, Tnot Chrum Village, Sangkat Boeung Tumpun II, Khan Meanchey, Phnom Penh, Cambodia or through email: recruitment@cdpo.org. For more information, please contact via telephone: 015/092 221 823. Only short-listed candidates will be contacted for an interview. We reserves the right to close this job early if we receive a sufficient number of application.